

**TOWN OF SOMERS, NY  
PLANNING BOARD TUTORIAL  
FEBRUARY 8, 2006**

**PLANNING BOARD ROLES AND RESPONSIBILITIES**

The Planning Board is an administrative body of local government. It does not have legislative powers. The primary responsibilities of the Planning Board are to :

- Review and approve subdivision plats;
- Review and approve site plans;
- Prepare land subdivision regulations and recommend their adoption to the Town Board;
- Participate in the preparation of a comprehensive plan, when directed by the Town Board;
- Report on matters referred to it by the Town Board, including amendments to the zoning ordinance, the adoption of official maps and capital improvements;
- Advise the local legislature and other boards on matters affecting a community's development, and
- Prepare other regulations relating to subject matter over which the Planning Board has jurisdiction and recommend their adoption to the local legislature.

As an administrative board with defined limits of authority, the Planning Board *may not*:

- Interpret the zoning ordinance;
- Consider or grant variances of zoning provisions;
- Act on subdivision or site plan applications in an arbitrary or special case manner that is inconsistent with adopted rules and regulations; and
- Adopt, amend or approve activities or actions for which the Town Board has not delegated authority.